



ENROLLMENT SERVICES DIVISION



April 26, 2010

Dear Valued Customers:

L-1 Enrollment Services (L-1) is pleased to be sending you this letter to announce the beginning of our fingerprinting and badging service for The School Board of Broward County, Florida (SBBC). This letter is focused on providing you with the information you need to begin processing your employees and pre-professionals using our SBBC EasyPath service. As a part of this service start up, it is critical that you complete the attached forms and return them as quickly as possible to ensure continued service for your applicants. It is important to remember that any change in company name, address, phone number, fax number and/or email address must be communicated to L-1. There are a number of exciting services and communication options we offer and we must have the proper information from you.

Applicant Scheduling

All applicants must schedule a fingerprinting/photo appointment to initiate the background check process. This is accomplished by using our secure website www.L1Enrollment.com. Attached to this letter are detailed enrollment instructions for the use on this website. Additionally, we have provided an abbreviated version for use in your applicant hiring/program initiation packets. You may modify this form as you see fit. It would be especially helpful to include your Company ID number (formerly known as JLA number from the previous service provider) in the blank provided on these instructions to eliminate any confusion on the part of your applicants during the scheduling process. **The number you use to identify your company will not change from the vendor number you were provided from the previous service provider.** Your applicants cannot schedule an appointment without this number.

Payment Options

During the registration process, the person interacting with our system will be asked to provide a method of payment. Payment options are electronic check (e-check), Visa, MasterCard, Discover, or use of an established escrow account code. A payment method will be required at the time of registration for all services. If you require that your employees/pre-professionals pay for themselves, then each applicant will simply choose a method of payment and enter their payment information.

If you choose to pay for these services by establishing an escrow account, you must complete the EasyPath – Escrow Account/Registration Application Form. Once you have established an escrow account, you can then include this account number in the instructions to your applicant for registration, fingerprinting and badging services. An example instruction sheet is provided as an attachment to this letter.

SBBC EasyPath Contract Price List

	Vendor/Contractor	Pre-Professional/ Student Teacher	Florida Shared School Results (FSSR)*
New Applicant	\$94.50	\$76.50	\$20.00
Renewals	\$20.00	\$25.00	\$20.00
Lost/Replacement/Transfer	\$20.00	\$20.00	\$20.00

*The purpose of the FSSR System is to reduce the redundancy of fingerprint collection for those contractors who do business with multiple school districts in the state.

Badge Delivery/Pick-Up Options

Another important component of our service is badge delivery/pick-up. Your choice on which option you will use for your applicants is gathered on the attached *Company Information Form*. The choices you have for badge delivery/pick-up are described below:

- Applicant Pick Up – The applicant will pick up the badge at the location (see listing below) of their choice.
- Company Batch Pick Up – The badges will be batched together and stored at the central SBBC facility awaiting the authorized vendor recipient to pick the batch up for distribution.
- Courier Service Batch – The badges will be batched together and sent via an express mail service such as UPS or Fed-Ex with delivery confirmation by signature required to the authorized recipient. You must provide the courier name and account number to pay for this service.

The following four Enrollment Centers/UPS Store locations listed below will be the points of service for fingerprinting and photo collection as well as badge pickup. **It is important to remember that the applicants must schedule enrollment appointments.** Confirmation notices will be sent to the applicants as a part of scheduling that will remind them of the location they selected for their appointment. Badge pickup does not required an appointment, but a notice will be provided to the applicant of badge availability for pick-up including the location selected and the hours of operation.

Davie
13762 W SW 84
Davie, FL 33325

Ft. Lauderdale
1007 N. Federal Hwy
Ft. Lauderdale, FL 33304

Hollywood
4302 Hollywood Blvd.
Hollywood, FL 33021

Deerfield Beach
1121 S. Military Trail
Deerfield Beach, FL 33442

Status Notifications

You have been identified as the point of contact for notifications related to the status of your employees/pre-professionals. You will receive email notifications related to the processing of your employees/pre-professionals for the following reasons:

- Applicant Enrollment Complete Notices – When the applicant has completed his or her enrollment appointment (fingerprint and photo) you will receive an email notice. This will allow you time to review new applicants to determine if they have inappropriately enrolled for your company/college.
- SBBC Approval/Disapproval Notices – When SBBC makes an employment/pre-professional placement determination, the results of this decision are immediately emailed to you and to the applicant. Notification by email will be the official method of notification and an email address will be required to process applications. Approval notices will have badge pick up instructions included. Denial notices will include information regarding the appeals process.
- Renewal/Replacement Completion Notices – When an online renewal or badge replacement has taken place, a notice will be emailed to you and the applicant. Renewal/Replacement notices will have badge pick up instructions included.
- Expiration/Renewal Notices – As the expiration of each badge approaches, both you and the applicant will receive a notice indicating how to renew online. It will be your responsibility to make sure that applicants are still eligible to renew. If the applicant should not be allowed to renew, you must notify the EasyPath Coordinator listed below to prevent the applicant from renewing. The applicant must return expired badges to the Enrollment Center/UPS Store location in order to receive their new badge.
- Replacement Notices – There are times that the applicant's badge is lost/stolen or otherwise becomes unusable. In these cases, you must request a Replacement ID using the EasyPath Administrative Website (described below) in order to start the process for a badge replacement. The applicant will be required to pay any applicable fees. Unusable badges must be returned to the location at the time of replacement badge pick up at the selected L-1 Enrollment Center/UPS Store location.

Badge Return

Your company will be required to return all terminated applicant badges to the following location, Security Clearance Department, 600 S.E. Third Avenue, Fort Lauderdale, FL 33301 (KC Wright Building). In the case where the applicant or company elects not to renew the applicant's badge, the badge must also be returned to the KC Wright building.

All SBBC contracts for service signed by vendors require that all badges must be returned at the end of the contract or at the time an employee is terminated. In the case of contracted vendor applicants, failure to return the badge to SBBC may result in the final payment being withheld until the badges are returned.

EasyPath Administrative Portal

For your convenience, we are offering a secure website where you may log in and view the status of your applicants and the status of their processing. This website is also where you request badge replacements for your applicants. Once you complete the *Company Information Form* and email it to easypathinfo@L1ID.com or fax it to 954-333-3666, a user id and password will be established. Once you have a user id and password, you may go to the web portal <http://sbbc-easypath.browardschools.com> and log in.

Contacting Us/Customer Service

L-1 has an employee dedicated to the successful implementation and operation of this project. This person will serve as the point of contact for information related to the following items: changes in contact/delivery information, EasyPath Administrative Portal issues, and any other questions to the provision of services. All questions about this service must be directed to the phone number stated below.

EasyPath Project Coordinator
Direct Line: 754-321-1830
Toll Free 1-866-528-1359, extension 2149
Fax: 954-333-3666
Email: easypathinfo@L1ID.com

The transition to this service will occur on May 17, 2010 with the end of service from the previous vendor, PrideRock (Advantage Biometrics Group). Appointments for processing of new enrollments and renewals/replacement badges will begin on May 17, 2010 with L-1. Detailed directions on registration for services are attached to this document.

Note: During the week from May 10 through May 14, 2010 all fingerprinting and ID badge processing will be suspended in order to perform this transition.

We are looking forward to providing excellent service to you and your applicants.

Sincerely,

Barbara Creighton,
Operations Manager S.E. Region

Attachments

1. Company Information Form
2. EasyPath Escrow Account/Registration Application
3. New Vendor/Contractor – Applicant Registration Process
4. FSSR Vendor/Contractor – Applicant Registration Process
5. Student Teacher/Pre-Professional – Applicant Registration Process
6. On-Line Badge Replacement Process
7. On-Line Renewal Process

School Board of Broward County (SBBC) EasyPath Company Information Form Completion Instructions

1. BUSINESS INFORMATION

- a. **Company Name** – Name of your company as you were registered with the previous badging service provider. If this is a new application, the company name you are doing business as.
- b. **Transaction Status Contact Name** - Contact that will receive applicant status (cleared, renewal, denial, etc.,) notifications. This should include your first name, middle initial and last name.
- c. **Title** - Business title of Transaction Status Contact name
- d. **Email Address (required)** - Email address to receive notifications regarding the applicant's status.
- e. **Address 1** – Street address of company to receive communication related to applicant results
- f. **Address 2** – Suite number, floor, division, or department of company
- g. **City, State, Zip** – City, State & Zip of company
- h. **Phone** – Phone number to reach the Transaction Status Contact
- i. **Fax** – Fax number of the Transaction Status Contact
- j. **Current Vendor/JLA Number** – If you are an existing company, please enter your current vendor number (known as JLA number or Vendor ID). If not, please check the box for New Application and your information will be added.

2. PAYMENT INFORMATION

- a. **Escrow Account** – Companies who elect to pre-pay for their applicant's background checks, should complete the *EasyPath Escrow Account/Registration Application* form.
- b. **Applicant Pays** – Select this option if the applicants will be paying for their background checks.

3. BADGE RECEIPT OPTIONS

- a. Select one method of receipt for badge distribution
 - i. Applicant picks up from Enrollment Center/UPS Office
 - ii. Company representative will pick-up badges on designated day and time at the SBBC Office
 - iii. Badges will be shipped via courier
- b. **Contact Name** - Contact that will either pick up badges at SBBC or receive badges via courier. This should include your First Name, Middle Initial, & Last Name
- c. **Title** - Business title of contact name
- d. **Email Address (required)** - Email address for communication regarding badge pick up or courier delivery
- e. **Address 1** – Street address of company
- f. **Address 2** – Suite number, floor, division, or dept. of company
- g. **City, State, Zip** – City, State & Zip of company
- h. **Phone** – Phone number of contact that will pick up badges or receive them via courier.
- i. **Fax** – Fax number of contact that will pick up badges or receive them via courier.
- j. **Courier Name** – Name of courier if badges are been sent
- k. **Account Number** – Account number to charge for shipments
- l. **Print Name** – printed name of person who completed the form
- m. **Date** – date the form was completed
- n. **Authorized Signature** – Person who completed the form

NOTE: The term Company is inclusive of any vendor, contractor, school, college or university that has the requirement to have persons processed through the SBBC badging process.

School Board of Broward County (SBBC) EasyPath
COMPANY INFORMATION FORM

Please contact the EasyPath Project Coordinator at 754-321-1830, toll free 1-866-528-1359 extension 2149, or email easypathinfo@L1ID.com, if you have any questions on how to complete this form.

1. BUSINESS INFORMATION

Company Name _____
Transaction Status Contact Name _____
Title _____ Email Address (required) _____
Address 1 _____
Address 2 _____
City/State/Zip _____
Phone _____ Fax _____
Current Vendor/JLA Number _____ New Application

2. PAYMENT INFORMATION

Please indicate payment method below (check only one):

Applicant Pays Escrow Account

3. BADGE RECEIPT OPTIONS

(Please check only one)

- Applicants will pick-up their badges at Enrollment Center/UPS Office
 Company representative will pick-up badges on designated day at the SBBC Office
(if selected, you must complete contact, title, email, address and phone and fax number info below).
 Badges will be shipped via courier (if selected, must complete all information below.)

Contact Name _____
Title _____ Email Address (required) _____
Address 1 _____ same as above
Address 2 _____
City/State/Zip _____
Phone _____ Fax _____
Courier Name _____
Account Number _____

Print Name: _____ Date: _____

Authorized Signature: _____

Fax completed form to 954-333-3666 or email to EasyPathInfo@L1ID.com
to the attention of EasyPath Vendor Registration

EasyPath Escrow Account Requirements

Your company has recently indicated an interest in establishing an account for fingerprinting and badging services with our company. Due to the large number of applicants that our firm processes on a monthly basis, we are not able to extend credit terms for these services. However, for those companies that desire a centralized means of managing the fees accompanied with the fingerprinting and badging requirements, we offer the option of establishing an escrow account.

To establish an escrow account with L-1ID Enrollment Services Division, each company must submit a deposit either in the form of a check payable to L-1 Enrollment Services Division (L-1) or complete the Credit Card Authorization section of the *EasyPath – Escrow Account/Registration Application* form below. The check should include the following information:

- Name of Company
- Contact Person
- Phone Number (including area code)

The deposit check or credit card authorization should be in the amount necessary to cover one month's fingerprinting and/or badging services. When an applicant is scheduled for an appointment using your billing code, the proper fees are reserved to cover the cost of that applicant's processing. After the applicant has completed their fingerprinting and/or badging appointment, the reserved fees are deducted from your account. A detailed list of those applicants fingerprinted or badged on your account will be mailed at the beginning of each month.

It will be the responsibility of each company to ensure that there is always a positive balance in your account. Any additional checks deposited into the account must include the **account number** on the check. Any credit card authorizations deposited into the account must include the **account number and the amount authorized**. If all the available funds in your draw account are used up, then you will not be able to schedule appointments until the account has a positive balance.

We appreciate your interest in our escrow account system. If you have any additional questions, please call EasyPath Info at 754-321-1830, toll free 1-866-528-1359 extension 2149, or email EasyPathInfo@L1ID.com

Please remit escrow account payments to:
L1 Enrollment Services Division
Attn: EasyPath Project Coordinator
600 S.E. Third Avenue
Mezzanine, Room 237
Fort Lauderdale, FL 33301

EasyPath - Escrow Account / Registration Application

COMPANY INFORMATION

COMPANY NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
CONTACT PERSON _____
TELEPHONE _____ FAX _____
EMAIL _____

METHOD OF PAYMENT

CHECK/CHECK# _____ CREDIT CARD (complete cc information below)
DEPOSIT AMOUNT/AMOUNT TO BE CHARGED (FOR PREPAID ACCOUNTS) \$ _____

CREDIT CARD AUTHORIZATION

NAME ON CREDIT CARD _____
CREDIT CARD TYPE: VISA MASTERCARD
CREDIT CARD NUMBER _____
(Visa and Mastercard Only)
CREDIT CARD EXPIRATION DATE _____ CSV CODE _____
(on back of credit card)

BY SIGNING BELOW I AUTHORIZE L-1 ENROLLMENT SERVICES TO CHARGE TO MY CREDIT CARD THE ABOVE SPECIFIED AMOUNT AS PAYMENT FOR THE REFERENCED ACCOUNT.

PRINTED NAME _____
AUTHORIZED SIGNATURE _____ DATE _____

FORM COMPLETED BY

PRINTED NAME _____
AUTHORIZED SIGNATURE _____ DATE _____

All information is required – if not known or inapplicable indicate with N/A
Fax completed form to 954-333-3666 or email to EasyPathinfo@L1ID.com; Attention:
EasyPath Accounts
Please allow up to 3 business days for payment processing to post to account for credit card authorizations. If paying by check, please allow 5 business days before the funds are available.

1. Go to **www.L1Enrollment.com** on the internet.
2. Click Broward County Florida on the map or from the drop down box and click **"Go"**.
3. Towards the bottom of this screen, click on **"Online Scheduling"**.
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the **"Welcome"** screen, enter your first and last name and click **"Go"**.
6. On the **"Types of Service"** screen, choose **" New Vendors/Pre-Professionals "** and click **"Go"**.
7. On the **"Applicant Details"** screen enter your Company ID Number: _____ and click **"Go"**.
8. On the **"Applicant Details"** screen select **"Contractor"** and click **"Go"**.
9. On the **"Appointment Details"** screen complete the selection of an appointment for your fingerprints and/or photo to be taken and click **"Go"**.
10. On the **"Applicant Information"** screen complete the demographic information and click **"Send Information"**. Be sure to enter your email address accurately because this will be the method you will receive electronic updates on your process status.
11. On the **"Application Details"** screen complete the disclosure questions and click **"Submit"**.
12. On the **"Payment Collection"** screen, choose the appropriate payment method and click **"Send Payment Information"**. If you are using a billing account, choose **"Billing Account"** as the payment type and enter the billing account number you have been provided by your employer and click **"Send Payment Information"**.
13. Print or write down the confirmation number and location you have chosen to have your photo and fingerprints taken.
14. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
15. Show up for your appointment and be photographed and fingerprinted. Be sure to bring your government issued photo ID to your appointment.

Once these steps are completed, further communication will be sent as processing occurs. If you are unable to schedule via the internet, the appointment may be scheduled by calling L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm., Monday through Friday (Eastern Time).

If you have been fingerprinted by another Florida School District on or after July 1, 2007 as a vendor/contractor and want to use your previous fingerprint results for your current application process then follow the instructions below to register and schedule.

1. Go to **www.L1Enrollment.com** on the internet.
2. Click Broward County Florida on the map or from the drop down box and click **"Go"**.
3. Towards the bottom of this screen, click on **"Online Scheduling"**.
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the **"Welcome"** screen, enter your first and last name and click **"Go"**.
6. On the **"Types of Service"** screen, choose **" FSSR Applicants "** and click **"Go"**.
7. On the Applicant Details screen enter your Company ID Number: _____ and click **"Go"**.
8. Answer the questions related to existing badge status and previous fingerprinting.
9. On the **"Appointment Details"** screen complete the selection of an appointment for your fingerprints and/or photo to be taken and click **"Go"**.
10. On the **"Applicant Information"** screen complete the demographic information and click **"Send Information"**. Be sure to enter your email address accurately because this will be the method you will receive electronic updates on your process status.
11. On the **"Application Details"** screen complete the disclosure questions and click **"Submit"**.
12. On the **"Payment Collection"** screen, choose the appropriate payment method and click **"Send Payment Information"**. If you are using a billing account, choose **"Billing Account"** as the payment type and enter the billing account number you have been provided by your employer and click **"Send Payment Information"**.
13. Print or write down the confirmation number and location you have chosen to have your photo and fingerprints taken.
14. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
15. Show up for your appointment and be photographed and fingerprinted. Be sure to bring your government issued photo ID to your appointment.

Once these steps are completed, further communication will be sent as processing occurs. If you are unable to schedule via the internet, the appointment may be scheduled by calling L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm., Monday through Friday (Eastern Time).

1. Go to **www.L1Enrollment.com** on the internet.
2. Click Broward County Florida on the map or from the drop down box and click **"Go"**.
3. Towards the bottom of this screen, click on **"Online Scheduling"**.
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the **"Welcome"** screen, enter your first and last name and click **"Go"**.
6. On the **"Types of Service"** screen, choose **" New Vendors/Pre-Professionals "** and click **"Go"**.
7. On the **"Applicant Details"** screen enter your Company ID Number: _____ and click **"Go"**.
8. On the **"Applicant Details"** screen select **"Student Teacher/Pre-Professional"** and click **"Go"**.
9. On the **"Appointment Details"** screen complete the selection of an appointment for your fingerprints and/or photo to be taken and click **"Go"**.
10. On the **"Applicant Information"** screen complete the demographic information and click **"Send Information"**. Be sure to enter your email address accurately because this will be the method you will receive electronic updates on your process status.
11. On the **"Application Details"** screen complete the disclosure questions and click **"Submit"**.
12. On the **"Payment Collection"** screen, choose the appropriate payment method and click **"Send Payment Information"**. If you are using a billing account, choose **"Billing Account"** as the payment type and enter the billing account number you have been provided by your employer and click **"Send Payment Information"**.
13. Print or write down the confirmation number and location you have chosen to have your photo and fingerprints taken.
14. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
15. Show up for your appointment and be photographed and fingerprinted. Be sure to bring your government issued photo ID to your appointment.

Once these steps are completed, further communication will be sent as processing occurs. If you are unable to schedule via the internet, the appointment may be scheduled by calling L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm., Monday through Friday (Eastern Time).

1. Go to www.L1Enrollment.com on the internet.
2. Click Broward County Florida on the map or from the drop down box and click "Go".
3. Towards the bottom of this screen, click on "Online Scheduling".
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the "Welcome" screen, enter your first and last name and click "Go".
6. On the "Types of Service" screen, choose "Badge Replacements " and click "Go".
7. On the "Applicant Details" screen select the reason for badge replacement and click "Go".
8. On the "Applicant Details" screen enter your Replacement ID Number and click "Go". (this number is provided from your employer if you are a vendor or college/university if you are a student teacher).
9. On the "Applicant Details" screen confirm the person displayed is the person for whom the badge is being replaced and click "Confirm". Click "Not Correct" if this is not the correct person.
10. On the "Applicant Details" screen complete the selection of the location that you would like to pick up your replacement badge and click "Submit"
11. On the "Payment Collection" screen, choose the appropriate payment method and click "Send Payment Information". If you are using a billing account, choose "Billing Account" as the payment type and enter the billing account number you have been provided by your employer and click "Send Payment Information".
12. Print or write down the confirmation number and location you have chosen to pick up your badge.
13. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
14. Wait for a notification via email that indicates your badge has been printed and is ready for pickup. This email will include the address and hours of operation of the location you selected.
15. Go to the location during the indicated days and hours of operation to pick up your new badge. Be sure to bring your government issued photo ID and you current badge if you still have possession of it to the location.

If you are unable to register for a replacement via the internet, you may call the L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm., Monday through Friday (Eastern Time).

1. Go to www.L1Enrollment.com on the internet.
2. Click Broward County Florida on the map or from the drop down box and click "Go".
3. Towards the bottom of this screen, click on "Online Scheduling".
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the "Welcome" screen, enter your first and last name and click "Go".
6. On the "Types of Service" screen, choose "Badge Renewals " and click "Go".
7. On the "Applicant Details" screen enter your Renewal ID Number and click "Go". (this number is provided in your renewal notification that is sent to you via email).
8. On the "Applicant Details" screen confirm the person displayed is the person for whom the badge is being renewed and click "Confirm". Click "Not Correct" if this is not the correct person.
9. On the "Applicant Details" screen complete the selection of the location that you would like to pick up your new badge and click "Submit".
10. On the "Payment Collection" screen, choose the appropriate payment method and click "Send Payment Information". If you are using a billing account, choose "Billing Account" as the payment type and enter the billing account number you have been provided by your employer and click "Send Payment Information".
11. Print or write down the confirmation number and location you have chosen to pick up your badge.
12. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
13. Wait for a notification via email that indicates your badge has been printed and is ready for pickup. This email will include the address and hours of operation of the location you selected.
14. Go to the location during the indicated days and hours of operation to pick up your new badge. Be sure to bring your government issued photo ID and your current badge to the location.

If you are unable to register for a renewal via the internet, you may call the L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm., Monday through Friday (Eastern Time).